



Job Summary & Person Specification

Job Title: Educational Visits and Trips Administrator

Grade: D

Accountable to: Finance Manager

Job Profile

The Educational Visits and Trips Coordinator will provide central operational coordination and administration for educational visits, school trips, residentials, overseas visits and off-site activities across the Trust. The postholder will ensure that trips are well planned, accurately costed, financially sustainable, inclusive, compliant and efficiently delivered.

The role will support trip leaders, school-based Educational Visits Coordinators and senior leaders through the full trip process, from initial planning, costings and bookings through to parent communications, EVC/County submissions, insurance claims, records and post-visit review.

Duties and Responsibilities

General Responsibilities

- Promote and safeguard the welfare of children and young people.
- Follow Trust policies and procedures, including safeguarding, health and safety, data protection, equality, finance and procurement.
- Maintain confidentiality and handle sensitive information appropriately.
- Promote equality of opportunity and support inclusive access to educational visits.
- Work across the Trust as required, including occasional visits to other schools/sites, and undertake other duties consistent with the grade and purpose of the role.

Trust-wide coordination

- Maintain a Trust-wide overview and calendar of planned visits, including day trips, residentials, overseas visits, curriculum trips, enrichment activities, sports fixtures and local visits.
- Provide central administrative support to trip leaders, school offices, EVCs, business managers, parents/carers and providers during the planning, approval and follow-up stages.
- Support both primary and secondary schools, recognising the different operational needs, systems and expectations of each phase.
- Ensure all visits follow agreed Trust procedures, timelines and approval routes, escalating concerns where required.
- Develop and maintain consistent Trust templates, checklists, workflows and communication processes.

Costings, budgets and financial administration

- Prepare, check and maintain accurate trip costings, including transport, accommodation, entry fees, activities, insurance, staffing, supply cover, contingency and other associated costs.

- Work with finance colleagues to ensure trips are financially viable before launch and to monitor income, expenditure, purchase orders, invoices, refunds and reconciliation.
- Support the Trust charging and remissions policy, including voluntary contributions, optional extras, residential costs and financial support for eligible pupils.
- Identify and escalate financial risks such as low uptake, shortfalls, overspends, cancellation exposure or unpaid balances.
- Produce financial information and reports for school and Trust leaders as required.

Bookings, providers, and contracts

- Source quotes and coordinate bookings for transport, venues, accommodation, tickets, activity providers, travel companies and other trip-related services.
- Liaise with third-party providers to confirm itineraries, prices, booking terms, payment schedules, cancellation terms, insurance and risk management information.
- Ensure provider checks are completed in line with Trust expectations, including insurance, safeguarding arrangements, accreditations and suitability.
- Coordinate third-party contracts and ensure appropriate approval is obtained before agreements are confirmed.
- Maintain records of providers, contracts, insurance certificates, booking confirmations and key contacts; support a preferred provider list where appropriate.

EVC, County, and approval processes

- Support trip leaders and school-based EVCs with the preparation, checking and submission of educational visit documentation.
- Assist with EVC and County submissions, including relevant systems such as EVOLVE or other local authority platforms.
- Track approval status and ensure documentation is complete, including risk assessments, itineraries, staffing, consent, medical information, emergency contacts and provider documentation.
- Maintain records of submissions, approvals, amendments, conditions and post-visit evaluations.
- Escalate incomplete, late or non-compliant submissions to the relevant EVC, Headteacher or Trust leader.

Risk management, safeguarding, and inclusion support

- Support the safe and effective planning of visits by ensuring required documentation is collected, checked and stored appropriately.
- Work with trip leaders to ensure appropriate staffing, supervision, emergency plans and pupil information are in place before visits take place.
- Ensure safeguarding, health and safety, equality, data protection and financial procedures are followed.
- Liaise with SENCOs, pastoral teams, medical staff and other colleagues to support pupils with SEND, medical needs, dietary requirements, accessibility needs, behaviour plans or financial barriers.
- Ensure sensitive pupil information is shared securely and only with those who need it for the safe running of the visit.

Parent/carer communications and consent

- Draft, check and issue trip letters, consent forms, payment information, reminders and final arrangements.
- Coordinate consent returns, emergency contacts, medical information, dietary requirements and other pupil information.

- Respond to routine parent/carer queries relating to trips, payments, timings and arrangements, escalating complex matters appropriately.
- Support information evenings or briefing materials for residential and overseas visits where required.

Insurance, incidents, and claims

- Maintain records of insurance arrangements for trips and ensure relevant information is available to trip leaders before departure.
- Support insurance claims relating to cancellations, delays, lost property, accidents, medical incidents or other trip-related matters.
- Collate evidence for claims, including booking confirmations, invoices, cancellation notices, medical evidence, correspondence and incident records.
- Liaise with the Trust insurer, finance team, school leaders, parents/carers and external providers; track claim progress and record outcomes.

Systems, records, and reporting

- Maintain accurate records for all trips and visits in line with Trust retention, safeguarding and data protection requirements.
- Use relevant systems such as EVOLVE, payment platforms, MIS, finance systems, shared drives and communication platforms.
- Maintain standard operating procedures, guidance documents, templates and checklists.
- Produce reports on trip numbers, costs, participation, incidents, cancellations, claims and compliance; support internal audits and continuous improvement.

Person Specification

<p>Essential Knowledge, Skills and Experience</p>	<ul style="list-style-type: none"> • Experience in a school, academy trust, local authority, education setting or comparable administrative environment • strong organisational skills • experience of financial administration including costings, payments, invoices, reconciliation or budget monitoring; excellent attention to detail • strong written and verbal communication • confident working with staff, parents/carers, pupils, providers and senior leaders • good IT skills including spreadsheets, shared drives and MIS/payment systems • ability to handle confidential information and escalate concerns appropriately • understanding of safeguarding, data protection and health and safety responsibilities.
<p>Desirable Knowledge, Skills or experience</p>	<ul style="list-style-type: none"> • Experience administering school trips, residentials, overseas visits or educational activities

	<ul style="list-style-type: none">• experience using EVOLVE or another visits management system• experience working across multiple schools or sites• knowledge of EVC, County or Local Authority educational visits processes• experience of procurement, supplier checks, contract administration or insurance claims• understanding of school charging and remissions arrangements• experience supporting both primary and secondary school settings.
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Additional Information

Gateway Academy Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Criminal Records check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the postholder.